

**RULES AND PROCEDURES
FOR THE
WASHOE COUNTY BOARD OF COMMISSIONERS**

January 27, 2015

Policy Statement: *The Rules and Procedures for the Washoe County Board of Commissioners are not intended to legally bind the Washoe County Commission and are proposed only for the benefit of the Commission and do not confer any rights upon third persons.*

RULES AND PROCEDURES

1. **Presiding Officer:**

The Chair, or in the Chair's absence the Vice-Chair, shall be the presiding officer of the Commission. In the absence of the Chair or Vice-Chair, the most senior member of the Board shall preside. The presiding officer shall preserve strict order and decorum at all regular and special meetings, and workshops of the Commission.

2. **Exparte Communication:** A Board member will disclose on the record any exparte communication and any relevant information pertaining thereto, on an appeal (e.g., land use application appeal, work card permit appeal, etc.) that is to be decided by the Board.

3. **Placement of an Item on a Board Meeting Agenda by a Board Member/Removal of Items from Agenda:** Board members are entitled to place an item on an agenda by the regular deadline. Any Commissioner may place an item on the agenda by so requesting in a public meeting or by contacting the County Manager's Office; all Commissioners will be advised by the County Manager's Office, as soon as reasonably possible, of any Commissioner's request to place an item on the agenda. Any item requested by a Commissioner to be placed on an agenda, shall only be placed on an agenda for which the requesting Commissioner(s) will be present. If the agenda item is for the purpose of authorizing a waiver of fees, two Board members must agree the agenda item is appropriate for consideration. No item may be pulled from an agenda without consent of the initiator. Any items originated by County staff under the cognizance of the Manager may be pulled by the Manager.

During a Board meeting, any member of the Board may request agenda items be taken off the consent agenda, taken out of order, combined with other items, or request items to be voted in a block.

4. **Board Member Appointment to Certain Boards:** Unless otherwise prescribed by regulation, Board member appointment to boards and committees is limited to two consecutive terms as defined by the respective board or committee. In the event a Board member has served two terms on one of the above Boards, and no other Board member wishes to serve on the Board, then the Board member can be reappointed to the Board for another term. Notwithstanding the above, preference for appointment to TRPA shall be given to the Commissioner whose district includes the Tahoe Basin.

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5. **Board Evaluation.** The County Commission will do a self-evaluation every six months.

6. **Board Correspondence:** When a Board member sends out correspondence stating that Board member's official position regarding a constituent complaint or other County issue, a copy of said correspondence, either paper or electronic, will be retained on file in the County Manager's Office and copies sent to the other Board members.

7. **Terms of Service of County Appointees on Boards:** Except as otherwise provided herein *and in paragraph 10*, the limit of service for an individual appointed to a board is two consecutive terms. The limit of service for an individual appointed to a Citizens Advisory Board is three consecutive terms. An individual filling an unexpired term with $\frac{3}{4}$ or more of that term remaining shall be considered as having served for a full term. An additional term may be considered for an individual's appointment if there are no other qualified applicants.

Consideration should be given to assuring broad Countywide representation on boards. Appointments are not to be limited to individuals from the unincorporated area unless otherwise specified or intended by law.

8. **Motion to Reconsider any Action Taken by the Commission:** A motion to reconsider any action taken by the Commission may be made only during the meeting at which the action was taken or at the next regularly scheduled meeting, within no more than twenty-five (25) days of the meeting at which the action was taken. A motion to reconsider must be made by a Commissioner who voted on the prevailing side of the motion being reconsidered, but a motion to reconsider may be seconded by any member of the Commission. A previous motion failing by virtue of a tie vote may be reconsidered upon motion of any Commissioner. If a motion for reconsideration relates to an item requiring legal notice, only the motion itself shall be debated and, if passed, reconsideration of the item continued to a future date to allow for the provision of legal notice.

9. **Suspension of Rule(s):** Any rule may be suspended at any time by a simple majority vote of the Board of County Commissioners, so long as the action to suspend the rule is listed as an action item on the agenda of a duly noticed meeting of the Board.

10. **Concurrent Meetings:** In the absence of extraordinary circumstances, concurrent meetings with other governmental entities should be scheduled for dates and times on which all five Washoe County Commissioners have indicated their ability to be present. However, meetings that can be attended by only three Commissioners shall not be scheduled without formal action by the Commission to approve that participation.

11. **Board of Equalization Appointments:** Whether considered for a full-term (4-years), for a vacancy in membership or as an alternate member, the Board shall consider the following preference factors when making appointments to the County Board of Equalization:

- a) Experience in business generally and capability of bringing knowledge and sound judgment to the deliberations of the Board per NRS 361.340.
- b) By residency, place of employment or other affiliations, represent diverse economic or geographic areas of the County.

Alternates are to be appointed for one-year terms only and designated, whether by draw or otherwise, as first, second, third and so on alternate and called upon for service in order.

12. **Resignations of County Appointees from Boards.** A resignation by an appointee from a County board shall be in writing, addressed to the Board of County Commissioners and filed with the Washoe County Clerk. The resignation is final and effective when received by the Clerk and cannot be withdrawn by the appointee after that time.

13. Requests of Staff

Commission members will not request any staff project that entails over two hours of staff work without seeking approval of the Commission through an item placed on the Board agenda.

14. Unsolicited Requests for Purchases or Investments

Unsolicited requests for purchases or investments shall not be placed on a Board agenda until such requests have been reviewed and recommended through normal purchasing or investment procedures and policies.

15. Chair and Vice-Chair

The County Commissioners shall elect one of their number as Chair of the Board and another of their number as Vice-Chair of the Board, both to serve a one year term. It is the intent of the Board that the Vice-Chair ascends to Chair of the Board at the conclusion of the term as Vice-Chair; however, the Vice-Chair may decline, at which time the Board shall elect a Chair and Vice-Chair.